

ADMINISTRATIVE INTERNAL USE ONLY  
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ORD-5130-74

MEMORANDUM FOR: Director of Personnel  
THROUGH : Deputy Director for Science and Technology  
SUBJECT : 25X1A9a  
Recommendation for Quality Step Increase -  
[REDACTED]

25X1A9a

1. In recognition of [REDACTED] continued outstanding performance as a secretary in the Office of the Director of Research and Development, I recommend that she be awarded a Quality Step Increase from GS-08, step 7 to GS-08, step 8.

2. [REDACTED] entered on duty with the Agency in July 1961 as a clerk stenographer and since then has filled several positions in the Office of Logistics and the Office of Research and Development. In 1968 while serving as Administrative Assistant to the Chief, West Coast Procurement Office/Office of Logistics, she was awarded a Quality Step Increase in recognition of her sustained high quality performance. Her promotion to the grade GS-08 occurred shortly after she was appointed to the secretarial staff in the Office of the Director of Research and Development. Her primary responsibility on this staff is to serve as secretary to the Deputy Director of Research and Development.

25X1A9a [REDACTED] As evidenced by her exceptional fitness reports, [REDACTED] has consistently performed at a level well above her contemporaries at the same grade level. She is highly professional, businesslike, and attempts at all times to project a favorable Office image. She is dedicated to high standards of performance and willingly works with other secretaries to equitably distribute the workload so that overloads are overcome. Her cooperative spirit and willingness to "bend a little" in difficult situations have contributed significantly to the harmony and compatibility of the entire office. Because [REDACTED] is highly motivated, she

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searches out ways to serve the office better; no reasonable task is refused as below her station or beyond her ability to perform. She approaches her assignments with enthusiasm and determination.

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4. In my view [redacted] continued outstanding performance deserves recognition and merits the granting of a Quality Step Increase.

James V. Hirsch  
Director of Research and Development

CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

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